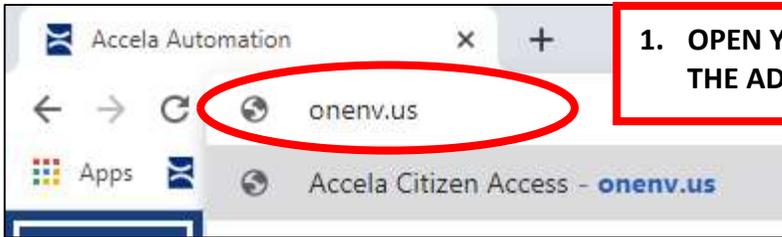


# Online UST Construction Permit Application Submittal Instructions



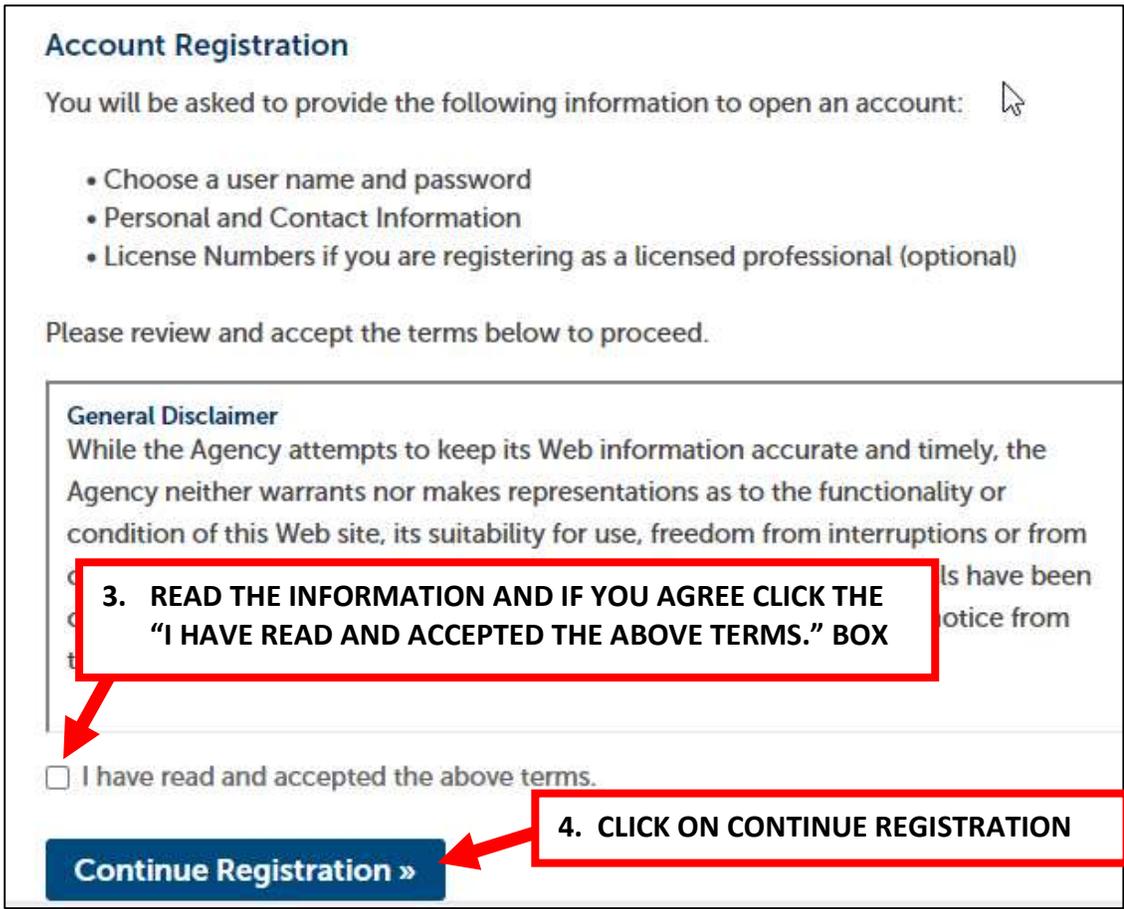
1. OPEN YOUR INTERNET BROWSER AND IN THE ADDRESS BAR TYPE ONENV.US

## CREATE AN ACCELA CITIZEN ACCESS ACCOUNT

**SKIP TO STEP 16 IF YOU ALREADY HAVE AN ACCOUNT**



2. CLICK ON REGISTER FOR AN ACCOUNT



4. CLICK ON CONTINUE REGISTRATION

## Account Registration Step 2: Enter/Confirm Your Account Information

### Login Information

5. FILL OUT THE INFORMATION BELOW

Enter your User Name and Password. You must also enter a unique email address

\* User Name: 

\* E-mail Address:

\* Password: 

\* Type Password Again:

\* Enter Security Question: 

\* Answer: 

### Contact Information

Choose how to fill in your contact information.

Add New

6. CLICK ADD NEW

Continue Registration »

## Select Contact Type ✕

\* Type:

--Select--  
 --Select--  
 Individual  
 Organization  
Continue

[Discard Changes](#)

7. CLICK ON THE OPTION THAT FITS PER THE OWNERSHIP CATEGORIES TO THE RIGHT.

OWNERSHIP CATEGORY

CORPORATION - ORGANIZATION  
 PARTNERSHIP - ORGANIZATION  
 LLC - ORGANIZATION  
 INDIVIDUAL - INDIVIDUAL

## Contact Information

8. FILL OUT THE INFORMATION BELOW  
PLEASE INCLUDE YOUR PHONE NUMBER

\* Individual/Organization:  
 Organization

\* Name of Business:

Work Phone:

DBA/Trade Name:

Mobile Phone:

\* E-mail:

\* Preferred Contact Method:  
 --Select--

▼ **Contact Addresses**

9. CLICK ON ADD CONTACT ADDRESS

**Add Contact Address**

To add a new contact address, click 'Add Contact Address'. To edit or remove a contact address, click 'Actions' needed.

Showing 0-0 of 0

	Address Type	Address	Action
No records found.			

Continue
Clear
Discard Changes

### Contact Address Information

**10. FILL OUT THE BELOW INFORMATION**

\* Address Type:   
--Select--  
Business  
Mailing

\* Address Line 1:

Address Line 2:

Address Line 3:

\* City:  \* State:  \* ZIP Code:

\* Country/Region:

**11. WHEN FINISHED WITH ADDING THE ADDRESSES, CLICK SAVE AND CLOSE**

[Save and Close](#) [Save and Add Another](#) [Clear](#) [Discard Changes](#)

### Contact Information

Organization

\* Name of Business:  Work Phone:

DBA/Trade Name:  Mobile Phone:

\* E-mail:  \* Preferred Contact Method:

**▼ Contact Addresses**

[Add Contact Address](#)

To add a new contact address, click 'Add Contact Address'. To edit or remove a contact address, click 'Action' needed.

Showing 0

Address type	Address	Action
No records found.		

**12. CLICK CONTINUE**

[Continue](#) [Clear](#) [Discard Changes](#)

► **Contact Addresses**

**Add Contact Address**

To add a new contact address, click 'Add Contact Address'. To edit an existing contact address, click 'Edit Contact Address'. To delete a contact address, click 'Delete Contact Address'. To add a new contact address, click 'Add Contact Address'. To edit an existing contact address, click 'Edit Contact Address'. To delete a contact address, click 'Delete Contact Address'.

Showing 1-1 of 1

Address Type	Address
Mailing	1001 E 9TH ST

**Continue Registration »**

**13. VERIFY INFORMATION**

**14. IF INFORMATION IS CORRECT, CLICK CONTINUE REGISTRATION**



 Your account has been created successfully. You can login immediately using your User Name and Password

Congratulations. You have successfully registered an account.

**15. YOU SHOULD SEE THIS NOTIFICATION**

**s, Washoe & Douglas County**

[Announcements](#)  [Accessibility Support](#) [Register for an Account](#) [Login](#)

**16. CLICK LOGIN**



**Login**

User Name or E-mail:

Password:

**Login »**

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

**17. LOGIN WITH YOUR USER NAME AND PASSWORD YOU CREATED**

Home Building Business Licensing Enforcement Engineering Fire Health District Planning

Dashboard My Records My Account **18. CLICK HEALTH DISTRICT**

Home Building Business Licensing Enforcement Engineering Fire **Health District**

Create an Application by Agency **19. CLICK CREATE AN APPLICATION BY AGENCY** Search Applications

### Select Services

 **Search**

- ▶ Short Term Rentals
- ▶ Building EZ - Commercial
- ▶ Building EZ - Residential  
One- and Two- Family Dwelling Units Only
- ▶ Building
- ▶ Building - Over the Counter (OTC)  
Select your OTC Permit here
- ▶ **Engineer** **20. CLICK ON THE ARROW NEXT TO HEALTH**
- ▶ Fire
- ▶ Health
- ▶ Licenses  
Select all license types that pertain to your business
- ▶ Planning

**Continue Application**

▼ Health

- Washoe County - Air Quality Asbestos
- Washoe County - Air Quality Dust Control
- Washoe County - Air Quality Stationary Source
- Washoe County - Air Quality Woodstove
- Washoe County - Child Care Facility
- Washoe County - Cottage Food Operation
- Washoe County - Farm-to-Fork
- Washoe County - Food Illness Complaint
- Washoe County - Food Permit
- Washoe County - Food Permit Exemption
- Washoe County - Garbage Exemption
- Washoe County - Invasive Body Decoration
- Washoe County - Liquid Waste Trucks
- Washoe County - Mobile Home & RV Parks
- Washoe County - Public Accommodations
- Washoe County - Public Bathing Permit
- Washoe County - RV Dump Stations
- Washoe County - Schools Permit
- Washoe County - Underground Storage Tank Annual Permit
- Washoe County - Underground Storage Tank Construction (New Installation/Remodel/Upgrade)
- Washoe County - Underground Storage Tank Decommissioning
- Washoe County - Waste Generator Registration
- Washoe County - Waste Management
- Washoe County - Well Construction
- Complaint

21. CLICK ON THE CIRCLE NEXT TO WASHOE COUNTY – UNDERGROUND STORAGE TANK CONSTRUCTION (NEW INSTALLATION/REMODEL/UPGRADE)

► Licenses

Select all license types that pertain to your business

► Planning

► Other

22. CLICK ON CONTINUE APPLICATION

**Continue Application**

CONTINUED ON NEXT PAGE

\*Street No.:  Direction: --Select-- \*Street Name:  Street Type: --Select--

Unit Type: --Select--

23. **ONLY** FILL IN THE STREET NO. AND STREET NAME

City:  State: --Select-- \*Zip:

24. **CLICK SEARCH**

### Parcel

\*Parcel Number:  **PARCEL NUMBER NOT REQUIRED**

Lot:  Block:  Subdivision: --Select--

Book:  Page:

Tract:  Legal Description:

Parcel Area:

Land Value:  Improved Value:  Exemption Value:

25. **CLICK CONTINUE APPLICATION**

## 26. ADD CONTACTS

### Step 2: Contacts > Page 1

#### Applicant

APPLICANT SHOULD BE THE INDIVIDUAL THAT IS APPLYING

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Look Up

#### Facility Owner

FACILITY OWNER SHOULD BE THE FACILITY NAME AND THE ADDRESS SHOULD BE THE PHYSICAL ADDRESS WHERE THE UST IS LOCATED

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Look Up

Continue Application »

## 27. CLICK CONTINUE APPLICATION

CONTINUED ON NEXT PAGE

### Step 3: Site Information > Page 1

#### Custom Fields

28. FILL IN THE INFORMATION REQUESTED

#### GENERAL INFORMATION

Facility ID Number:

WCHD ID:

LEAVE WCHD ID BOX BLANK

Date of Proposed work:

MM/DD/YYYY



Licensed Certified Underground Tank Handler (UTH):

UTH No.:

Number of tanks at facility:

Permit Type:

--Select--

**Continue Application »**

29. CLICK CONTINUE APPLICATION

30. VERIFY ALL THE INFORMATION IS CORRECT (IF INCORRECT CLICK EDIT TO THE RIGHT OF THE SECTIONS YOU WANT TO CHANGE)

31. CLICK CONTINUE

**32. THERE SHOULD BE A CONFIRMATION THAT YOU SUCCESSFULLY SUBMITTED YOUR APPLICATION**

Confirmation



Your application(s) and/or complaint(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

**33. ONCE THE APPLICATION IS REVIEWED, AN EMAIL WILL BE SENT NOTIFYING THE APPLICANT THE PERMIT FEES ARE READY TO BE PAID**

**34. TO PAY, LOGIN TO YOUR ACA ACCOUNT AND CLICK ON MY RECORDS ON THE HOME TAB**

The screenshot shows the ACA website navigation menu with 'Home' circled in red. Below the menu, 'My Records' is also circled in red. A red box highlights step 35: '35. UNDER HEALTH DISTRICT, CLICK PAY FEES DUE NEXT TO THE PERMIT YOU APPLIED FOR'. Below this, 'Health District' is circled in red. A table of records is shown with columns: Date, Record Number, Record Type, Description, Project Name, Expiration Date, Status, and Action. The first record is dated 10/14/2022 with record number H22-0006USTC and description 'Underground Storage Tank Construction (New Installation/Remodel/Upgrade)'. The 'Action' column for this record contains a blue link 'Pay Fees Due' which is circled in red.

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
10/14/2022	H22-0006USTC	Underground Storage Tank Construction (New Installation/Remodel/Upgrade)					Pay Fees Due

Total amount to **36. CLICK CHECKOUT**

Note: This does not include any fees that may be assessed later. Payments of \$100,000 or more cannot be made online at this time. Please call the jurisdiction below to complete payment. If you receive any error, or your payment does not go through on the first try, DO NOT try again. Failure to do so may result in multiple payments being made. Please call the jurisdiction of the record you are trying to pay for and they will verify/complete your payment.

Checkout »

Edit Cart »

Continue Shopping »

# Review and Pay

Agency	Record ID	Type	Description	Amount
WASHOE_HEALTH	H22-0007USTC	Health/Underground Storage Tank/Construction/Permit		\$4,443.00
				Subtotal \$4,443.00

**37. CLICK PAYMENT TYPE: ECHECK OR CREDIT CARD**

**\$4443.00 + Choose a Payment Type**

ECheck

or

Credit Card

## Contact Details

**38. FILL OUT THE REQUIRED INFORMATION**

First Name\*

Last Name\*

Email\*

asantos@washoecounty.us

Phone

ex. (123) 456-7890

Address Line 1\*

Address Line 2

City\*

State\*

Zip\*

## Billing Details

Credit Card Number\*

Expiration Date\*

CCV\*

0000000000000000

ex. 9999999999

**39. CHECK THE BOX IF YOU AGREE WITH THE STATEMENT**

999

Name On Card\*

Zip / Postal\*

**40. CLICK PAY NOW**

I understand and accept that my Credit Card will be individually charged for each line item above and I may incur a non-refundable convenience fee.

Pay \$4443.00 Now

Cancel

**41. APPLICATION SUBMITTAL IS COMPLETE**